

**Progress Report**  
**Initiative to Transition the AAEP to a Community-Based**  
**Management and Governance Structure**  
May to July 2004

**Background**

The Mayor's Council on African American Elders and ADS initiated the process to develop a plan for the transition of the AAEP to a community-based management and governance structure in September 2003. The final Transition Plan was completed April 30, 2004. To review the Transition Plan and any related reports, please visit our website at: <http://www.cityofseattle.net/humanservices/aging/Staff-Peers/AAEP/default.htm>

**Accomplishments for the Period**

The plan resulted in a Request For Proposal (RFP) process, for the AAEP transition, that was initiated on May 26, 2004. The available funding for the RFP is \$43,000 in 2004 and \$53,000 in 2005. Twelve agencies indicated an interest in submitting proposals, however, four applications were actually received. A Selection Committee made up of five individuals (two MCAAE members, one Steering Committee member, and two ADS staff) reviewed the proposals and is currently conducting site visits to the top finalists.

**Timeline and Next Steps**

The remaining process and timeline is as follows:

May 26, 2004	RFP issued
June 14, 2004	RFP deadline
June 15-23, 2004	Selection Committee evaluates proposals
July 2-7, 2004	Selection Committee site visits
July 8, 2004	Selection Committee forwards recommendation to HSD Director
July 15, 2004	Notification of final selection
July – August, 2004	Contract negotiation
August – early September 2004	Contract begins
September – December 2004	Agency hires Program Manager who will work with AAEP staff and partners to develop timeline and partnership agreements re the program transition
January – December 2005	Begin to co-locate AAEP staff to community-based organization

Should you have any questions regarding the selection process, please contact Karen Winston at (206) 684-0706.